

MEMORANDUM

FROM: DIRECTOR, FAMILY HOUSING
TO: APPLICANTS APPLYING FOR HOUSING

Subj: FAMILY HOUSING WAITING LIST

Encl: (1) "Your Application Has Been Cancelled"
(2) Inactive Waiting List Letter
(3) Pet Registration Addendum

1. Now that you are on the waiting list for Marine Corps family housing, you may find the following information necessary as well as helpful when making housing plans. It is **ESSENTIAL** that the Family Housing Office be made aware of all changes in your assignment status. You may prevent delays in the processing of your application, or even its *cancellation*, by reading enclosure (1) which lists some of the more common mistakes to avoid. It is our sincere purpose to make available to you adequate quarters as quickly and trouble free as possible. Should there be anything in this information sheet or the assignment process you do not fully understand, your counselor will be glad to answer any questions and discuss it with you.

WAITING PERIOD: Waiting times quoted to you are *ESTIMATES*. They are based on how long it has taken the number one applicant on the list to be assigned quarters.

WAITING LIST INFORMATION: Waiting list information can be obtained by accessing our web site- www.lejeune.usmc.mil/family_housing; use waiting list link.

FROZEN OR STABILIZED PORTION OF THE WAITING LIST: The top ten percent or top three applications, whichever is greater, of any waiting list is the stabilized or frozen zone. Once your name has been placed in this zone, new applicants will not be placed ahead of you, with the exception of criteria identified by Chapter 2, paragraph 6 of B.O. P11101.31A (priority assignment). Until you reach the stabilized portion of the waiting list, you may be bumped - other applicants with an earlier control date may go ahead of you on the list. (For example, if a Marine detaches, takes 30 days leave and then reports to the Housing Office within 30 days after checking into his new unit, his application control date will be the date of detachment from his last permanent duty station.

INACTIVE WAITING LIST: If you will not be able to accept quarters during a certain period, you may want to place your application inactive. This means your name will be removed from the waiting list you are on and held in a separate file until the end of the period you specified.

TO BE PLACED INACTIVE, the following is required:

- Advance written request, enclosure (2), to the Director, Family Housing.
- Request must state reason and period of time to be inactive.
- Approval may be granted for operational requirements, health, off-base rental lease commitment, or family not in area. Documentation is required

- such as commanding officer verification, copy of lease, Naval Hospital verification, and must accompany the request.
- Your application will be activated at the end of the period approved to be inactive.
- Your name will then be placed back on the appropriate waiting list by your application control date below the stabilized portion of the waiting list.
- When called for assignment to quarters, you must either accept or cancel. **You cannot request to go inactive at this point.**

ASSIGNMENT TO QUARTERS: When your name is number one on the waiting list, you will be offered quarters that will become available within the next 30-45 days.

Inability to view the quarters does not warrant a delay as to your decision to accept or refuse quarters assignment.

If you refuse the quarters, your application will be cancelled.

If you accept the quarters, you will be notified when the house is available for occupancy. You and your family must occupy your quarters within 7 days of the available date. **You will forfeit Basic Allowance for Housing (BAH) EFFECTIVE THE DATE QUARTERS ARE AVAILABLE FOR ASSIGNMENT.**

Once you accept a specific set of quarters and then decline assignment when the quarters are available, mandatory assignment will be made and you will forfeit Basic Allowance for Housing until the quarters are reassigned to another applicant.

YOUR APPLICATION HAS BEEN CANCELLED ! ! !

THIS COULD HAPPEN TO YOU! OR COULD IT ?????

When quarters are available for you will Family Housing find that:

{You changed military units and we cannot find you. **Your Application is cancelled.**

{You are deployed, TAD, or on leave without requesting to go inactive or notifying us, and we cannot find you. **Your Application is cancelled.**

{You are obligated to a lease and cannot accept quarters at this time, and you did not request to be placed inactive. **Your Application is cancelled.**

Don't let this happen to you. Every reasonable effort will be made to locate you when quarters are available but we need your help.

IT IS YOUR RESPONSIBILITY TO KEEP YOUR APPLICATION CURRENT.

Notify Family Housing if there has been a change in any of the following since you applied:

- Military address and/or telephone number

- Civilian address and/or telephone number
- Rank
- Dependents

Contact us prior to deployment, TAD, or leave. Do you want to be placed inactive; have your spouse accept quarters for you; or call you or your spouse collect? These are just a few of the options available to you. Tell us of your particular situation, and then we can tell you what is possible or not possible and offer alternative suggestions.

The last thing we want to do is cancel your application when you want quarters. So talk to us. We are here to help!

Your Family Housing Counselor is _____

Telephone number is (910) 450-1627 ext _____

PET REGULATIONS

5. Pet Owners - Incoming Personnel.

a. Incoming residents will not be placed on an active wait list without supporting documentation regarding their pets. A request to be assigned to the active wait list will include the following from pet owners:

(1) **Proof of registration** for personnel on the wait list will consist of civilian or military veterinarian certification of required vaccinations and a functioning microchip identification device.

(2) Pet ownership registration records will be updated prior to referral to the Public Private Venture (PPV) Partner. All information regarding pet ownership will be forwarded to the PPV partner at the time the approved member is referred for assignment to quarters.

(3) Once the referred member has been pre-assigned a specific on Base address, the member will promptly register their pets with the Base Veterinarian Treatment Facility. Proof of registration will be provided to the Military Housing Office before a member can receive keys from the PPV partner.

b. MCO P11000.22 Ch 6 can be viewed at the link listed below on the FAQ page:

http://www.lejeune.usmc.mil/family_housing/FAQs.htm

6. Failure to provide proof of inoculations/microchip device or pet registration may result in revocation of pet privileges or eviction proceedings from privatized quarters.

7. Pet Owners without Prohibited breeds. This category contains residents who are assigned to quarters and do not own prohibited animals.

a. Pet Owners in this category should ensure that their pets are registered with the Base Veterinarian and proof of registration provided to the Military Housing Office.

b. The Pet Addendum will be signed and completed by owners of pets. The Addendum Form is attached.

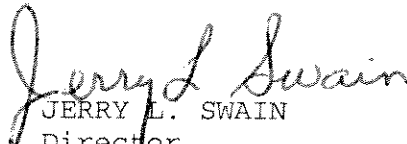
c. A copy of the Pet Addendum Form will be provided to the On Base Referral Section, Housing Administrative Section and to the PPV partner.

d. The On Base Referral Section will refer members to the Administrative Section for distribution of their copy and the PPV partner.

e. The Housing Satellite Office will fax the Administrative Section a copy of the completed Pet Addendum.

8. Pets acquired after assignment to housing. Owners who obtain pets after they are assigned a home will follow the procedures contained in paragraph 7 above. **Pet acquired cannot be prohibited breeds.**

9. **Prohibited pets will not be permitted after assignment to housing.**


JERRY L. SWAIN
Director,
Family Housing Division

PRIVACY ACT STATEMENT: AUTHORITY U.S.C. 3101 (Executive Order 9397) This request is for your private information, including social security number and personal history information, is to assist our office in determining eligibility for services, compliance with state and federal law, and related purposes.

ROUTINE USE (S): Information provided is used to determine eligibility for housing and for other lawful purposes.

MANDATORY/VOLUNTARY DISCLOSURE CONSEQUENCES OF REFUSAL TO DISCLOSE: Disclose of personal historical information is voluntary and there will be no adverse consequences from refusal to disclose. However, refusal to provide necessary background information may preclude your occupancy in housing.

PET REGISTRATION ADDENDUM

Name _____ Date _____
(SVM Last name, First name, MI)

Address: _____

1. Do you have any pets? (Circle choice) YES NO
(If you answered no, sign and turn in form)

2. How many pets do you have? _____

3. Prohibited canine breeds are described as dogs that possess dominant traits of aggression. The following contains a list of prohibited canine breeds. Full or mix breed of:

- a. Pit Bull
- b. Rottweiler
- c. Wolf Hybrid

d. Any canine breed with dominant traits of aggression and presents an unreasonable risk to the health and safety of residents assigned to privatized quarters.

4. # _____ Prohibited Breeds # _____ Non Prohibited Breeds

PET INFORMATION (Circle Answers)

PET #1 Type of Pet: CAT / DOG

If DOG, state BREED: _____

Is pet registered with the Base Veterinary Office? YES NO

Have you submitted a copy of registration to the Military Housing Office? YES NO

Have you submitted a copy of registration to the Privatized Partner? YES NO

PET #2 Type of Pet: CAT / DOG

If DOG, state BREED: _____

Is pet registered with the Base Veterinary Office? YES NO

Have you submitted a copy of registration to the Military Housing Office? YES NO

Have you submitted a copy of registration to the Privatized Partner? YES NO

Signature: _____